



Meeting Summary

Project Management Methodology Group **Meeting Minutes**

DAY: 01/08/2007
TIME: 9:00 am – 10:00 am
LOCATION: 3900 Wake Forest Road – 39A

Meeting Called By:	Alisa Cutler	
Meeting Purpose:	Discuss proposed documents	
Attendees: ✓ attended in person ☎ attended by phone	✓ EPMO - Alisa Cutler ✓ ITS - Glen Poplawski DPI - Annette Murphy SOS - Jim McManus ✓ ITS - Tim Walters	DOR - Barbara Bostian DOR - Janet Flanders DHHS - Charles Fraley DOT - Vicky Kumar
Meeting Documents:	NA	
Attachments:	NA	

Key Points Discussed

1	Manual Monthly Status Report <ul style="list-style-type: none"> ◆ The Manual Monthly status report was created to allow project managers to submit a report when their project is locked in the gate approval process. ◆ The Manual Monthly status report has been approved by the PMMG. ◆ The Manual Monthly Status Report will be submitted to the PMAG for review. ◆ Once the PMAG has reviewed the document, it will be posted on the PPM tool and the EPMO website.
2	PPM tool workflow – Change Proposal <ul style="list-style-type: none"> ◆ The PPM tool workflow change proposal was to require the projects to be up to date on their monthly status reports before they could receive gate approval. ◆ The PPM tool workflow change was approved by the PMMG. ◆ The PPM tool workflow change will be submitted to the PMAG for review. ◆ Once the PMAG has reviewed the PPM tool workflow change, the document will be posted on the PPM tool and the EPMO website.
3	PMMG Goals for 2007 <ul style="list-style-type: none"> ◆ The PMMG would like to set goals for 2007. ◆ Bring ideas to topics to the group that you would to see addressed.
4	Resource & Cost Worksheet <ul style="list-style-type: none"> ◆ The PMMG will continue to work with Jim Tulenko to align the training document with the new tool Resource Tab enhancements.
5	Schedule <ul style="list-style-type: none"> ◆ No meeting on 1/15/07.
6	New Attendees <ul style="list-style-type: none"> ◆ DPI would like to have an additional person added to the group.
7	Rate Discussion Update <ul style="list-style-type: none"> ◆ We are still having discussions on what rate structure project managers should use to for projects. ◆ Input was received from OSBM. OSBM would like the labor rate for salary employees to be 1.2 times the employee's salary. Much discussion pros & cons around this approach. ◆ The OSC expenditure report is being looked at.

	♦ Will keep the PMMG updated on the progress and discussions.
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Issues

1	Need participation from the agencies.
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Action Items

1	Team – Continue to work on training materials on the resource & Cost Worksheet..
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